



St. Lucie County Code Compliance Division Sign Construction Checklist



When you submit your building permit application for any type of sign construction, you should use the following checklist to determine if your application submittal is complete. Only complete applications can be accepted for processing. Sign construction includes, but is not limited to, new construction, repair, or any other structural changes of existing signs.

ITEM	HOW MANY	COMMENTS
Building Permit Application	1	A completely filled out building permit application must be submitted, including all required information and enclosed forms, including subcontractor information and agreements if applicable. The application must be signed by the applicant and notarized.
Recorded Warranty Deed	1	If the property has been purchased within the last six months, the Property Appraiser records may not be up to date. In this case, we must see a recorded warranty deed in your name to prove ownership.
Notice of Commencement	1	A recorded Notice of Commencement for any sign construction with a value exceeding \$2,500 has to be submitted at time of building permit application.
Surveys	2	Surveys are required for all building permits involving a sign structure <i>with a construction value exceeding \$10,000</i> . The survey must show the actual location of all existing and proposed signs on the property. Signs on corner lots must follow specific setbacks to ensure a sufficient sight visibility triangle for the adjacent roads. The surveys must be signed/sealed by a registered Florida surveyor. Please see our survey requirement sheet for specific requirements.
Construction Plans	2 sets	All proposed sign construction must be accurately shown on the plans including but not limited to electrical wiring, footing size, location and size of reinforcing steel, size and lettering on sign, etc. Provide manufacturer specifications for all plastic materials showing burn rate and compliance with ASTM D 635. Plans for wall signs must also show location, attachment information, size, height and width of total wall face area of each establishment fronting on the street. Plans for ground signs must show a landscaped area around its base, which extends a minimum distance of 3 feet in all directions. The minimum plot size for these plans is 18 by 24 inches- maximum size is 24 by 36 inches. All sets need to be signed and sealed by a Florida registered engineer. Please contact Code Compliance Division at 772-462-1553.

ITEM	HOW MANY	COMMENTS
Owner/Builder Affidavit	1	When the application is applied for under the owner/builder provisions of Chapter 489.103(7), F.S., the applicant for this building permit must personally appear to sign the affidavit.
Vegetation Removal Permit	1	Applies to all properties. A completely filled out vegetation removal application must be submitted with the building permit application. Any questions need to be directed to the Environmental Resource Department at 772-462-2526.
Wind Load Calculation	2	This form needs to be signed/sealed by a Florida registered engineer.
Ground Sign Landscape Affidavit	1	Must be signed by the property owner and notarized for all ground sign permit applications.

NOTES:

Additional information beyond that contained in the checklist may be required in order to ensure a complete review of your building permit application.

All impact fees will have to be paid at the time of permit issuance.

You are required to call for all inspections as indicated on your building permit and for a final inspection.

If you have any questions, you are encouraged to ask our staff in the Building & Zoning Department. Please call 772-462-1553 for further information.

**BOARD OF COUNTY
COMMISSIONERS**



**PUBLIC WORKS
DEPARTMENT**

June 4, 2001

NOTICE TO ALL CONTRACTORS

This notice is to advise anyone proposing to construct a ground sign in the unincorporated St. Lucie County jurisdiction a Ground Sign Landscape Affidavit must be signed by the property owner and submitted with the building permit package.

Effective immediately any ground sign without the required landscaping per the St. Lucie County Land Development Code will be in violation.



Code Compliance Division
2300 Virginia Avenue
Fort Pierce, FL 34982
772-462-1553

Ground Sign Landscape Affidavit

I, the undersigned, am the owner of the following described property, _____

(Property Tax ID #/Legal Description/Address)

which I have applied to St. Lucie County for a Ground Sign Permit. In accepting this Ground Sign Permit, Building Permit Number _____, I acknowledge that as owner of the above described property, and in accordance with Section 9.02.01(D)(6) St. Lucie County Land Development Code, I shall have a landscaped area around the sign base which extends a minimum distance of three (3) feet in all directions. Such landscaped area shall be completely covered by natural drought-tolerant ground cover and shrubs, hedges or similar vegetative materials.

Print Property Owner Name

Signature of Property Owner

Date

State of Florida, County of _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____
_____ who is personally known to me or who has produced _____
as identification.

Signature of Notary

Print or Type Name of Notary

Notary Public Title

Commission Number